



CITY OF CHANDLER NEIGHBORHOOD PROGRAMS

NEIGHBORHOOD MATCHING GRANT PROGRAM GUIDELINES



A COMPETITIVE GRANTS PROGRAM AWARDED BY THE
CITY OF CHANDLER TO ENCOURAGE RESIDENTS TO
INITIATE AND PARTICIPATE IN AN IMPROVEMENT
PROJECT IN THEIR NEIGHBORHOOD

GRANT ADVISORY PANEL

Robin Manzo	Neighborhood Representative
Mary Lou Perkins	Housing and Redevelopment Committee (HARC)
Crystal Prentice	City Neighborhood Programs Administrator
Don Slomcinsky	City Neighborhood Services Specialist
Stephen Veitch	Neighborhood Advisory Committee (NAC)
Alex Williams	Neighborhood Representative

City of Chandler

Neighborhood Programs
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P.O. Box 4008
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TABLE OF CONTENTS

Grant Timeline	Page 4
General Instructions	Page 5
Ten Steps to Success	Page 6
Purpose of Program	Page 7
Eligibility	Page 8
Selection Criteria	Page 9
Project Examples	Page 10
Grant Recipients Responsibilities	Page 11
Financial Requirements	Page 12-13
Frequently Asked Questions	Pages 14-15

SPRING 2005 GRANT PROCESS

February 12, 2005 10 a.m.	Grant Seeker Orientation Workshop 55 N. Arizona Place, Suite 301
March 25, 2005 5 p.m.	Grant Proposal Due Neighborhood Programs
April 5, 2005 6 p.m.	Grant Advisory Panel Committee 55 N. Arizona Place, Suite 301
April 12, 2005 5:30 p.m.	Neighborhood Advisory Committee 55 N. Arizona Place, Suite 301
April 28, 2005 7 p.m.	City Council Review City Council Chambers
April 29, 2005	Notification of Grant Status

SUMMER 2005 GRANT PROCESS

April 26, 2005 6 p.m.	Grant Seeker Orientation Workshop 55 N. Arizona Place, Suite 301
June 1, 2005 5 p.m.	Grant Proposal Due Neighborhood Programs
June, 7, 2005 6 p.m.	Grant Advisory Panel Committee 55 N. Arizona Place, Suite 301
June 14, 2005 5:30 p.m.	Neighborhood Advisory Committee 55 N. Arizona Place, Suite 301
July 13, 2005 7 p.m.	City Council Review City Council Chambers
July 14, 2005	Notification of Grant Status

AUTUMN 2005 GRANT PROCESS

August 20, 2005
10 a.m. Grant Seeker Orientation Workshop
55 N. Arizona Place, Suite 301

September 27, 2005
5 p.m. Grant Proposal Due
Neighborhood Programs

October 4, 2005
6 p.m. Grant Advisory Panel Committee
55 N. Arizona Place, Suite 301

October 11, 2005
5:30 p.m. Neighborhood Advisory Committee
55 N. Arizona Place, Suite 301

October 27, 2005
7 p.m. City Council Review
City Council Chambers

October 28, 2005 Notification of Grant Status

WINTER 2006 GRANT PROCESS

December 5, 2005
6 p.m. Grant Seeker Orientation Workshop
55 N. Arizona Place, Suite 301

February 1, 2006
5 p.m. Grant Proposal Due
Neighborhood Programs

February 7, 2006
6 p.m. Grant Advisory Panel Committee
55 N. Arizona Place, Suite 301

February 13, 2006
5:30 p.m. Neighborhood Advisory Committee
55 N. Arizona Place, Suite 301

February 23, 2006
7 p.m. City Council Review
City Council Chambers

February 24, 2006 Notification of Grant Status

Neighborhood Partnership

The Neighborhood Partnership Program was designed to foster greater communication between neighborhood groups and the City of Chandler. Neighborhood Programs, a section of the Planning and Development Department initiated this program to identify and support existing neighborhoods, while encouraging and assisting new neighborhood groups.

The program is designed to provide a direct link between your neighborhood and the City of Chandler. The registry is also useful to city staff, who may contact your neighborhood as various issues arise.

Following benefits are also available to registered neighborhoods:

- “Front Porch News” Neighborhood Programs quarterly newsletter
- Eligibility for the Neighborhood Matching Grant program
- Notification from developers interested in obtaining input on projects planned for their area.
- Notification about neighborhood enhancement classes presented by the Leadership Centre.
- Information on any neighborhood related programs, such as the Chandler Citizens Academy
- Creation of a free neighborhood website through Neighborhood Link, a nationally recognized internet-based community network
- Contact information on city events, construction projects and capital improvements in the neighborhood

Neighborhood groups wishing to apply for funding must register their neighborhood organization/Homeowner’s Association.

GENERAL INSTRUCTIONS

Neighborhood groups wishing to apply for funding should contact Neighborhood Programs at (480) 782-2218 or visit us on the world wide web at www.chandleraz.org.

Application Deadline

Applications must be received by 5 p.m. on the proposal due date. Late or incomplete applications will not be accepted.

Applications can be mailed to:

Neighborhood Programs

Mail Stop 605

P.O. Box 4008

Chandler, AZ 85244-4008

Applications can be faxed to: 480-782-2209

Attn: Neighborhood Programs Administrator

Applications can be dropped off at:

Planning and Development Reception Area, located at: 55 N. Arizona Place, Suite 301, Chandler, AZ 85225

Grant Seeker Orientation Workshops

An orientation workshop will be held at least one month prior to the application deadline. City staff will be on hand to share information and answer your questions. Groups planning to submit an application are strongly encouraged to attend an orientation workshop.

To register for the grant seeker orientation, please call 480-782-2218.

TEN STEPS TO SUCCESS

1. Read the Neighborhood Matching Grant Application Packet thoroughly.
2. Register your neighborhood organization/ Homeowner's Association with the City of Chandler's Neighborhood Programs at (480) 782-3214.
3. Attend the Grant Seeker Orientation Workshop (City staff works with neighborhood leaders to work through preliminary ideas).
4. Identify an area within your neighborhood which is in need of improvement and meets the criteria for a matching grant. Choose a project through a group discussion with either your neighborhood group or a subcommittee with oversight from the entire neighborhood. Involve as many of your neighbors as possible in the selection and planning of the project.
5. Scout out/document matching funds/donated materials/ sweat equity, etc . . .
6. Complete and submit the Neighborhood Matching Grant Program application.
7. You will be notified of the status of your application and the amount of the award. Next, notify your neighbors.
8. Get your project started . . . Remember to document your project as you go, take lots of photos!
9. When your project is complete, submit your final project report.
10. Celebrate your success!

PROGRAM PURPOSE

The purpose of the City of Chandler's Neighborhood Matching Grant Program (NMGP) is to facilitate neighborhood improvements through citizen involvement.

The program is designed to assist neighborhood groups in strengthening the social network of their communities while dealing creatively with important concerns. Grants are intended to spur small grassroots community efforts.

The NMGP provides neighborhood groups (voluntary neighborhood groups or homeowner's associations) with access to funds of up to \$5000.

Neighborhood Program Goals:

- Improve the aesthetics of the neighborhood.
- Leverage City funds.
- Stimulate resident-driven solutions.
- Increase communication among neighbors.
- Provide support and opportunities to develop leadership and organizational capacity.

ELIGIBILITY

To be eligible for the program, applicants must be registered with the Office of Neighborhood Programs and be an organized neighborhood group - voluntary neighborhood group/association or a homeowners association (HOA).

An organized neighborhood group is one which: held a neighborhood meeting with neighbors, voted at that meeting to form a neighborhood group, and where members are residents who live within the boundaries defined by the neighborhood on the attached registration form. (Note: these guidelines are for voluntary neighborhood groups, not homeowners associations).

Individuals, single businesses, social service groups, fraternal or religious groups, universities, and public agencies are not eligible. However, eligible neighborhood groups are encouraged to form partnerships with such groups to plan and implement collaborative projects.

An application must contain documentation that the neighborhood group representing the geographic location of the proposed project has reviewed the application and approves of the proposal.

Grant awards are subject to availability of budgeted City funds.

Certain types of projects are not eligible:

- Enhancements that can not be viewed by the general public.
- Regular maintenance or repair projects to common property.
- Financial support of operating budgets of organizations.
- Projects that conflict with existing City policy.

SELECTION CRITERIA

An application is first reviewed by city staff for completeness and eligibility. Deficiencies will be noted and must be corrected by the applicant prior to submission to the NMGP Grant Advisory Panel. After review by the panel, the application is forwarded to the full membership of the Neighborhood Advisory Committee. This committee may or may not recommend approval of the grant project to the Mayor and City Council, who have final authority to approve or deny a grant request. This process takes approximately six weeks from the application deadline.

Projects will be evaluated based on the following criteria.

1. Can the enhancements be viewed by the general public?
2. Is the project an improvement (rather than regular maintenance or repair project)?
3. Did the applicant document its inability to complete this project without grant funds?
4. Does the project enhance the appearance of the neighborhood?
5. Did residents living in the neighborhood initiate the project?
6. Is there substantial neighborhood involvement in the project?
7. Does the majority of the neighborhood benefit from the project?
8. Did the applicant provide budget details, and a well-documented match?
9. Did the applicant include (three) project bids?
10. Did the applicant include project schedule?

PROJECT EXAMPLES

Projects must qualify as capital improvements.

Examples include, but are not limited to:

- playground and minor park improvements
- benches
- neighborhood entrance beautification
- neighborhood identification/entry signs
- improvements to perimeter walls and landscaping
- public art
- curbside access and enhancement

Note: Project funds cannot be used toward food.

Additional funds may be available for neighborhood based training, newsletters, welcome packets, printing, and more. For additional information, please contact



GRANT RECIPIENTS RESPONSIBILITIES

Project Team

The neighborhood group is required to form a project team with a minimum of three members, who will be responsible for managing the project. The project team must include a designated project leader who will serve as the chairperson for the project, and at least 2 persons who will be responsible for assisting with implementing the project. It is also recommended that one team member serve as a historian or report coordinator to be responsible for documenting the project's progress for the interim and final reports.

Project Updates and Completion

Once grant activities are completed, grant recipients will be expected to complete a report regarding outcomes and accomplishments. If the project takes more than 6 months to complete, a written project update is also required at the six-month point.

In addition, City staff will conduct project site visits and phone calls to provide support as needed. Pictures, newspaper clippings, and stories are encouraged, as they will be used to highlight and share successes of the NMGP. Projects must be fully completed within twelve months of the project start date. Upon completion of the project, the program coordinator and a selection committee member will make a site visit. In addition, the project team may be asked to present the project to the Neighborhood Advisory Committee after completion.

FINANCIAL REQUIREMENTS

Applicants are asked to submit a proposed budget detailing a description of cost for the project.

Projects require a dollar-for-dollar match for City funds awarded. **Applicants must demonstrate financial need.**

Traditional neighborhoods (non-HOA) projects require sweat equity, matching funds and/or capital materials totaling 50% of project costs. If a grant is awarded, the City will contact the proposed vendor or supplier to establish a method of payment for the material or service being supplied for the project. Therefore, applicants are expected to thoroughly plan their project materials and costs before the application is submitted.

Determining the value of the match: (please use the following criteria when figuring the match):

- Volunteer labor is valued at \$10 per hour
- Donated professional services or skilled labor, is valued at the “reasonable and customary rate.”
- Donated materials or supplies are valued at market cost
- Cash from neighborhood fundraising and pledges at actual value

FINANCIAL REQUIREMENTS

Homeowners associations are required to contribute a minimum of 25% of all costs budgeted for a project in cash (unless able to demonstrate economic hardship). The other 25% of the match can be met using sweat equity, matching funds and/or capital materials.

In certain circumstances, and at the discretion of the City, the match requirement may be waived due to financial hardship. For a homeowners association, economic hardship is defined as placing such a burden upon the budget of the organization that it can be shown that participation will interfere negatively with the on-going operation of the association.

To establish whether economic hardship is relevant in the case of a homeowners association, the following documents must be submitted with an application:

- The current, approved association budget
- The current year-to-date association financials
- A copy of the association's CC&R's
- Minutes from the last two year's annual meetings

FREQUENTLY ASKED QUESTIONS

Who can apply for a Neighborhood Matching Grant?

Both traditional neighborhood groups and homeowners associations within Chandler city limits can apply for a neighborhood matching grant.

How can a grant funds be used?

Grant funds can be used for the following:

- contractors and professional services
- materials & supplies
- equipment rental or purchase

How much can my organization request?

Applicants can request up to \$5,000 for a project.

How often can our neighborhood apply?

Neighborhoods can only receive \$5000 per calendar year.

Does every applicant receive a grant award?

No. This is a competitive grant process and funds are limited. Projects are evaluated based on the criteria listed on page 8. Grant awards are subject to availability of budgeted City funds.

Can you talk about the match?

Applicants need to provide a 1-to-1 match for the grant money requested. The match can take place from the time of application until project completion. All projects must be completed within 12 months. The match should be fully documented when the proposal is submitted to prove the match is secured and forthcoming.

When can the project begin?

Project planning can begin any time. But no grant-funded activity may occur until after City Council approval and notification to the applicant.

FREQUENTLY ASKED QUESTIONS

How are payments made?

To obtain payment for work that has been completed, an invoice must be submitted to the Office of Neighborhood Programs from the contractor/supplier. The City will pay the contractor/supplier directly. The invoice must be made out to the City of Chandler, Neighborhood Programs. The invoice should also include a tax identification number.

What if my application is not approved?

All decisions are final. However, you may request feedback on your application and are welcome to resubmit your application.

Who administers the Neighborhood Matching Grant Program?

The Neighborhood Matching Grant Program is the responsibility of Neighborhood Programs and is administered on a day-to-day basis by the Neighborhood Programs Administrator. The Office of Neighborhood Program is located in the City Manager's Office, located at 55 N. Arizona Place, suite 301, in Chandler.

Where can the match come from?

- Donation of materials and supplies
- Association funds
- Contributed funds
- Donations of professional services
- Donations of volunteer labor

Traditional neighborhoods (non-HOA) may meet all of their match requirements through in-kind donations. Homeowners associations are required to contribute in cash a minimum of 25% of all costs budgeted for a project. The other 25% of the match can be met using sweat equity, matching funds and/or capital materials.

CITY OF CHANDLER

NEIGHBORHOOD PROGRAMS

The Office of Neighborhood Programs was established in 1999 by the Mayor and City Council to encourage a partnership between citizens, religious institutions, schools, businesses, civic leaders, and the City to assist in the strengthening of Chandler's neighborhoods and to build stronger and more constructive working relationships between the City and its citizens.

For more information please contact the City of Chandler's Neighborhood Programs, at 480-782-2218.



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